

HQMC Data Assurance Team
Readiness Reporting Checklist

COMMAND READINESS REPORTING

1. Are all MARES reportable TAMCNs, as identified by the current MCBul 3000 and reflected on the unit's T/E in TFSMS, accurately reflected on the LM2 Report? (References: MCO P4790.2C, Appendix C, paragraph 2.c.(4)(c); MCO 3000.11D, paragraphs 4.b. and 8; MCBul 3000;and UM 4790-5, Chapter 7)

2. Are required RM4 remarks entered on the LM2 in the required sequence, and do they reflect accurate information? (References: MCO P4790.2C, Appendix C, paragraph 2.c.(4); MCO 3000.11D, enclosure (3); MCBul 3000;and UM 4790-5, Chapter 7, and page 17.3.8)

a. Does the first RM4 entry on the LM2 reflect the unit's HQMC Authorized quantity (from TFSMS and the unit's MAL)?

b. Are RM4 entries that cause adjustments to authorized quantities (Command Adjustment, Deployed Quantity, and Planned Allowances Received) entered correctly, and do they accurately portray a true representation of authorized command adjustments (match reported and validated SASSY Cmd Adjustments)?

c. Are RM4 entries referencing the temporary loan of equipment entered correctly, do they reflect all required information, and has the existence of a valid temporary loan been confirmed through the unit's supply section?

d. Are RM4 entries referencing excesses and/or deficiencies of T/E assets entered correctly, do they reflect all required information, and has current supply status been confirmed through the unit's supply section?

3. Is the unit accurately reporting its authorized quantity (REPT AUTH) on the unit LM2 and does it match the validated reported total allowance quantity on the unit's Mechanized Allowance Listing? (References: MCO P4790.2C, Appendix C, paragraph 2.c.(4)(c); MCO 3000.11D, paragraphs 4.b. and 8; MCBul 3000;and UM 4790-5, page 17.3.8)

4. Is the unit accurately reporting its current on hand inventory (REPT POSS) on the unit LM2 and does it match the on hand

HQMC Data Assurance Team
Readiness Reporting Checklist

quantity shown on the unit's Mechanized Allowance Listing and/or the on-hand quantity identified by the physical inventory?

(References: MCO P4790.2C, Appendix C, paragraph 2.c.(4)(c); MCO 3000.11D, paragraphs 4.b. and 8; MCBul 3000; and UM 4790-5, Chapter 7)

5. Is the status (degraded / deadline) of MARES and Crane reportable equipment in the maintenance cycle accurately reflected on the unit's Daily Process Report (DPR) and Weekly Owning Unit Maintenance Table of Authorized Material (TAM) Report?

(Note that any MARES and Crane Reportable equipment on the DPR will be validated to determine if the correct Category Code is being utilized.) (References: TM-4700-15/1H, Chapter 2, paragraph 2; and UM 4790-5, Chapter 24)

6. Is the readiness status of all MARES reportable equipment accurately reflected on the unit's LM2?

(Note whether or not all deadlined MARES Reportable equipment identified in Question 6, and/or the physical inventory, are reported on the LM2, and whether all equipment reported as deadlined on the LM2 is actually deadlined)

(References: MCO P4790.2C, Appendix C, paragraph 2.c.(4)(a); MCO 3000.11D, paragraphs 4.b.; and UM 4790-5, Chapter 7)

7. Is the supported unit's key personnel actively using MERIT to manage the unit's readiness reporting? *(Do key personnel have MERIT ID and Password and possess requisite knowledge to navigate the site?)*